



City and County of Denver

Community Planning and Development Agency

BUILDING AND CONSTRUCTION SERVICES

Building Department Plan Review

201 W. Colfax Avenue – Dept 205

Denver, CO 80202

PHONE: 720-865-2705

FAX: 720-865-2880

LOG ROOM PHONE: 720-865-2720

WWW.DENVERGOV.ORG

Click Doing Business

Click Building Dept./Permits

COMMERCIAL PERMITTING INFORMATION



THE INFORMATION ENCLOSED IS MINIMAL GUIDELINES REQUIREMENTS.
ADDITIONAL INFORMATION MAY BE REQUESTED.

Commercial Walk-Through Permits

Building Department Plan Review, 201 W. Colfax Avenue Dept 205, Denver, CO 80202
Phone 720-865-2705, Fax 720-865-2880

There are two classifications of plan review conducted by Construction Services (Building Department Plan Review). These processes are: Log-In and Walk-Thru. The Walk-Thru plan review service was established mainly for tenant finish or tenant remodel projects in existing office and retail buildings. This procedure enables applicants to obtain plan approval by visiting assigned plan review engineers between **7:30 a.m. and 11:30 a.m.** Monday through Friday. This service is intended for simple tenant finish projects with a total construction valuation **NOT Exceeding \$300,000**. **NOTE: No more than two projects can be reviewed per visit.** The ultimate determinate is up to the Walk-Thru plan review engineer or the Log-In plan review technician. Commercial Walk-Thru projects are reviewed at: 201 W. Colfax Ave – 2nd floor (Dept 205). Due to the complexity of the following projects and involvement of other City Agencies, the following projects cannot be walked-thru:

- Any work in a food service establishment (unless prior approval from Health and Hospitals).
- Any work involving a change of occupancy or use.
- Any work involving structural modifications (adding stairs or cutting through a load-bearing wall).
- Any work in a warehouse or manufacturing facility.
- Any work involving education or institutional occupancies (day-care, assisted living, etc.).
- Any new construction or addition to an existing building.

Permitting Process

The following are basic steps in the permitting process:

- The customer must complete the white portion of a permit application in which they are applying for (1C, 3, 3A, 3B, etc., description of work must be filled out in the comments section of the permit).
- The permit must be complete, accurate (for inspections and record purposes), and comply with the adopted codes and standards.
- Sign-off's from each engineering section is required if your job requires that specific discipline (architectural/structural, electrical, plumbing, mechanical, etc.) to review your drawings. Your submittal must include two sets of drawings (stamped, signed and dated all must be originals, no copies will be accepted) for that disciplines review.
- Your project will be assigned a Walk-Thru Log number.

NOTE: Plans can be brought in by anybody, but the permit will ONLY be released to the contractor.

If other agencies are required for review, proceed to each agency marked on the permit application. Each agency will review the package for compliance with the applicable codes for that agency. Once all required agencies have approved the package and signed off on the application, proceed to the Commercial Walk-Through counter for the following:

- Validity and accuracy of the contractors license number on the application,
- Proper use code on the permit application,
- Separation of drawings (one marked record set, the other marked contractor set),
- Approval signature on the application and an inspection signature card for the job site, and
- Accuracy on the valuation and permit fees.

After you have completed these steps go to the cashier and your permit will be validated (CHECKS/MONEY ORDERS made out to: MANAGER OF REVENUE). With out a validation your permit is VOID.

If you have any questions about the Walk-Thru process, that have not been addressed, please **call**: BID Administration at 720-865-2705 from 8:00-11:30 a.m.

Commercial Walk-Through (Continued)

Required Documentation for: Commercial Walk-Thru Projects

- Two (2) sets of construction documents (i.e. architectural/structural, plumbing/mechanical and electrical drawings.)
- All drawings must be signed and sealed by the architect and/or engineer of record, unless exempt per Section DBC Administration 154.1(7).
- Drawings shall be complete and include: all disciplines, sufficient clarity to define the scope of work, and submitted as a package (i.e. architectural/structural, mechanical/plumbing, electrical).
- Name and address of the person and firm responsible for the design of the drawings, shall be printed on the drawings.
- Address and suite, floor, space, unit and/or building number shall be printed on drawings as well as on the permit.
- Complete floor plan showing the tenant finish or tenant remodel area; existing tenant spaces and tenant separation walls, existing and new exit doors, wall types, hardware schedule, etc.
- Show a key plan of the entire floor, to scale, showing all tenant spaces and the overall exit system.
- Statement of Valuation, including separate valuations for construction, mechanical/plumbing, electrical, etc. (See Statement of Valuation sheet enclosed in this package for idea of breakdown.)
- Code analysis to include the following:
 - Occupancy group and use.
 - Type of construction.
 - Building height in stories.
 - Tenant finish and/or tenant remodel square footage.
 - Occupant load of the tenant space.
 - Fire rating of corridors.
 - Specify if building is sprinklered throughout, if building is partially sprinklered, sprinklered area(s) is/are to be identified.

NOTE: Fire alarm and detection shop drawings shall be submitted for review and approval prior to installation of devices.

CODES ADOPTED IN 2004

2003 IBC (Building)
2003 IFC (Fire)
2003 IMC (Mechanical)
2002 National Electrical Code*
2003 IPC (Plumbing)
2003 IFGC (Fuel & Gas)
2003 IECC (Energy)
2003 IRC (Residential)
2004 Denver Building Code Amendments
to all of the above codes

***The State of Colorado adopted the 2002 NEC in 2002.**

NOTE: This is the minimum required documentation. Additional information may be required.
If you have any questions about the documentation required, please call Building Plan Review Engineer between the hours of 8:00 – 11:30 a.m. at 720-865-2705

Commercial Log-In Plan Submittal

Building Department Plan Review, 201 W. Colfax Avenue – Dept 205, Denver, CO 80202
Phone 720-865-2720, Fax 720-865-2880

If you need to log in drawings for Building Department review, please proceed as follows:

1. Sign in at the Log-In Counter (on the 2nd floor, next to the Residential Permit Counter).
2. Hours for log-In are 7:30 a.m to 3:30 p.m. (Monday – Friday), although the Log In Counter is open until 4:00 pm for picking up projects.
3. A plan review fee must be paid at the time of logging-in for plan review.
4. Plans cannot be “**dropped off**” or “**mailed in**” (**exception: resubmittals or additional information ONLY**) due to multiple agency review.
5. To Log-In your project see the checklists enclosed in this package for minimal requirements (New Buildings, Additions, and Change of Occupancy; Tenant Finish, and Interior Remodel; Pre-Check for Fire Alarm and Shop Drawings; and Wastewater Management).

ACCESS CONTROL SYSTEMS (Electrical Locking Units to Exits) – 3B Permit

DENVER AMENDMENT Appendix L for requirements.

Valuation must be on the permit. (See checklist enclosed for Access Control Systems.) Drawings do not need to be sealed; except for small projects – make an appointment with Bill Martinez at 720-865-2641, **ALL DRAWINGS MUST BE LOGGED IN.**

FIRE SPRINKLER SYSTEMS

Fire Sprinkler Systems must do a preliminary review prior to Logging-In. Preliminary reviews are done during Walk Thru hours which are 8:00-10:45 a.m. Once a preliminary review is done please go to the Log-In Counter and proceed with the normal Log-In procedures.

TO RESUBMIT:

- Complete a resubmittal form (available at Log-In or Administration).
- 2 sets of signed, sealed and dated drawings are required (original stamps ONLY, copied signatures will not be accepted and may hold up the project).
- The resubmittal form must include: Log number or job address, floor/unit/suite or building number, the name of the BID Engineer reviewing your drawings.

Resubmittals can be turned in to: Commercial Walk-Through, Log-In or Residential. **There must be a RESUBMITTAL FORM** with a log number accompanied with the drawings in order for **Residential or the Log-In counter to accept the drawings.**

CODES ADOPTED IN 2004

2003 IBC (Building)
2003 IFC (Fire)
2003 IMC (Mechanical)
2002 National Electrical Code*
2003 IPC (Plumbing)
2003 IFGC (Fuel & Gas)
2003 IECC (Energy)
2003 IRC (Residential)
2004 Denver Building Code Amendments
to all of the above codes

***The State of Colorado adopted the 2002 NEC in 2002.**

TABLE NO. 152.1
FEE SCHEDULE - BUILDING PERMIT FEES

VALUATION OF WORK	PERMIT FEE	PLAN REVIEW % ¹
\$1.00 to \$500.00	\$20.00	0%
\$501.00 to \$2,000.00	\$35.00	0%
\$2,001.00 to \$25,000.00	\$35.00 for the first \$2,000.00 plus \$8.00 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00	50%
\$25,001.00 to \$50,000.00	\$220.00 for the first \$25,000.00 plus \$8.00 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00	50%
\$50,001.00 to \$100,000.00	\$420.00 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00	50%
\$100,001.00 to \$500,000.00	\$770.00 for the first \$100,000 plus \$5.60 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00	50%
\$500,001.00 to \$1,000,000.00	\$3,010.00 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00 or fraction thereof to and including \$1,000,000.00	50%
\$1,000,001.00 and over	\$5,385.00 for the first \$1,000,000.00 plus \$3.65 for each additional \$1,000.00 or fraction thereof.	50%
¹ Walk-through and type approved plans will be charged at the rate of 10%, with a minimum of \$50.00 per approved plans.		

<u>OTHER FEES</u>		
Building Moving	Per Each Address	\$100.00/hour
1. Inspections outside of normal business hours (minimum charge of 2 hours).		\$100.00/hour
2. Reinspection fees assessed under provisions of Section 157.7 (minimum charge 1 hour)		\$ 75.00/hour
3. Inspections required by the Agency for which no fee is specifically indicated.		\$ 50.00/hour
4. Additional plan review fee for review of modifications to approved plans		\$ 75.00/hour
² The Agency may charge the hourly cost incurred by the inspection or plan review if greater than the hourly rate above.		

Building Department Plan Review

201 W. Colfax Avenue – Dept 205, Denver, CO 80202

Phone 720-865-2705, Fax 720-865-2880

NOTICE

Denver's building code and amendment package require that all plan submittals include a completed "Building Profile Form" (enclosed in this package.) per Section 155.1 E, Denver Amendment package.

The Building Department Plan Review will accept plans for log-in; however, your permit will not be released until the "Building Profile Form" is turned into Building Department Plan Review. This completed form will be required for all NEW BUILDINGS, BUILDING ADDITIONS, and BUILDING RENOVATIONS that involve either a CHANGE IN OCCUPANCY. The form must be SEALED with original stamps (copies will NOT BE ACCEPTED) of the Architect and/or Engineer of Record.

Statement of Valuation of Proposed Work

Building Department Plan Review, 201 W. Colfax Ave – Dept 205, Denver, CO 80202
720-865-2705, FAX 720-865-2880

Address Of
Work _____

Note: Valuation shown shall be based on the estimated total replacement cost to the owner (including labor, profit, overhead, materials, equipment and installation).

Type of Work	Permit	Amount	Type of Work	Permit	Amount
Construction	#1C		Oil Burner	#7	
Retaining Wall	#1C		Steam/Water Htg	#7	
Fence	#2		A/C & Refrigeration	#8	
Roofing/Roof Drainage	#2		Cooling Tower	#8	
Electrical	#3		Ventilating / Warm Air Heating	#11	
Plumbing	#4		Gas Piping	#12	
Sign	#5				
Elevators	#6				

Sub Total \$ _____

SEPARATE LOG INS:

Fire Alarm (#3A permit) \$ _____

Access Control (#3B permit) \$ _____

Fire Protection (#10 permit) \$ _____

Grand Total \$ _____

**NO REFUND WILL BE GIVEN FOR ANY PLAN REVIEW FEE
COLLECTED BASED ON THE AMOUNTS SHOWN ABOVE**

By

Date

DEMOLITION PERMITS

For preparatory work the following must be complied with:

- The project must have been previously Logged-In, or
- A letter written by the Owner's Agent must be signed authorizing the preparatory work to be done in the space. The owner must commit to a date as to when drawings will be submitted to Building Inspection Division, and the drawings must show the preparatory work area (what is being demolished or prepared for interior remodel or tenant finish work).

Also read the following **Policy IBC Amended 3303** – Effective November 1, 2004.

Reference: DBC Administration Section 150 and Section IBC 3303 Amended.

1. PROCEDURE FOR OBTAINING A PERMIT

Prior to obtaining a demolition or moving permit the following procedure shall be implemented: Submit a completed #1D Permit application for each building that shall indicate, but not be limited to, the following:

1. The exact address of the building to be demolished or moved.
2. Name, address, and telephone number of the building owner.
3. Name, address, license number, class of demolition license, expiration date of license and telephone number of the demolition contractor.
4. Exact use of the building (when building is used for any type of dwelling, show the exact number of dwelling units).
5. Provide proper demolition insurance with a copy of insurance certificate on file with this Division. Insurance to be valid during the demolition of building.
6. Submit: "Demolition Notification" for demolition of commercial, industrial and residential (with 5 or more dwelling units) buildings or structures. The "Demolition Notification" shall be completely filled out and must bear the original signature of Certified Asbestos Inspector.
7. Authorized signature from:

Wastewater Management Division

Main Office - 303-446-3400
2000 West 3rd Ave.
Denver, CO 80223
(Licensed Contractor must call for Sewer Cut-off
Inspection 446-3400)

Commercial Walk-Thru – 720-865-2705

201 W. Colfax Avenue – Dept 205
Denver, CO 80202
(#1D Permit signature with cut-off clearance from Waste-
water Management's Main Office)

Zoning Administration – 720-865-3000

201 W. Colfax Avenue – Dept 205
Denver, CO 80204

Landmark Commission – 720-865-2915

201 W. Colfax Avenue – Dept 205
Denver, CO 80202

Transportation

Traffic Engineering -720-865-3150
201 W. Colfax Ave – ROW Counter, 2nd Fl
Denver, CO 80204

Health & Hospitals – 720-865-2832

201 W. Colfax Avenue – Dept 205
Denver, CO 80202

Denver Water Board – 303-628-6100

1600 West 12th Ave.
Denver, CO 80204

UTILITIES

Gas, Electric, Steam
 Water
 Sewer
 Telephone
 Cable TV

COMPANY/TELEPHONE NUMBER

Xcel Energy 303-571-3261
 Denver Water Board 303-628-6100
 Wastewater Management 303-446-3759
 Qwest Communications 303-896-1111
 A T & T Cable 303-744-9696

Underground Utility Locator – 1-800-922-1987 (CALL 48 HOURS BEFORE YOU DIG FOR THE LOCATION OF UNDERGROUND GAS, ELECTRIC AND TELEPHONE.)

8. Utilities must be removed – Any demolition work started prior to all gas, steam, electric, water, sewer and other services lines being shut off, cut-off, removed, capped or otherwise controlled outside of the building line will be subject to the penalties described in Section 111 of the Denver Building Code Administration. Please call the above listed companies prior to demolition to insure that utilities have been properly shut off.
9. The permit number, date of issuance and date of inspection of required fence around a demolition project (a notarized affidavit for a watchman, or an existing fence may be submitted in lieu of new fence when signed and approved by a Public Safety Inspector, call 720-865-2630.)
10. Total number of square feet of floor area of building (to include all levels), total number of stories and basements, and valuation of work as defined in Chapter 2 of the Denver Building Code Administration.
11. Authorized signature on permit application.
12. Other items that may be required for any specific demolition project (engineer's report, etc.). Reference: Section 155.2 of the Denver Building Code Administration.

2. FILLING OF HOLES OR BASEMENTS RESULTING FROM DEMOLITION OR MOVING OF STRUCTURES

The Building Inspection Division policy regarding filling of holes, or basements resulting from demolition or moving of structures be as follows:

Section 3304.11 After Removal. Upon completion of the removal of a building, structure or utility, either by demolition or moving, the ground shall be left in a clean, smooth condition. Holes, basements or cellars shall be filled with an inorganic material; provided, however, that the top 1 foot of fill shall be clean earth. The filling of such excavations shall not be required when a building permit has been issued for a new building on the site and construction is to be started within 60 days after completion of the demolition or moving operations. The holder of the building permit shall provide a temporary barricade protecting the excavation on all sides as specified for safety by the Department. The temporary barricade may remain in position for a time not exceeding 3 days, after which a solid barricade or fence, shall be provided or the excavation filled.

NOTE: Inorganic fill material, up to the top 1 foot, can be from the demolition site or can be hauled in from other sites. Inorganic fill is defined as earth, sand, gravel, concrete and similar material. Large slabs of concrete that would create voids and prevent total filling of the hole cannot be used. Wet concrete cannot be used.

Building Profile Form

Must be signed and Sealed by an Architect or Engineer
(Original STAMPS Only, copied signatures will NOT be accepted.)

This form is required for New Buildings, Additions and Renovations that involve either a Change of Occupancy or Work in Common Areas (Corridor/Public Areas).

ADDRESS _____

Anticipated Date of Construction (New Bldg.) _____

Date of Original Construction (Existing Bldg.) _____

BUILDING DESCRIPTION

Occupancy: (A) _____

(B) _____

TYPE OF CONSTRUCTION _____

Height: _____ # of Floors _____

Area: (A) Floor _____

(B) Total _____

Floor Design Live Load _____

Allowable Area Increases _____

Floor/Ceiling Construction _____

Structural Engineers _____

Address _____

Phone _____

Mechanical Engineer _____

Address _____

Phone _____

Electrical Engineer _____

Address _____

Phone _____

#10 Permit – Sprinklers

Sprinklered: YES _____ NO _____

Partially _____

Location _____

Throughout _____

If yes, why _____

Building Code Exception: Board of Appeals _____, Chapter 61 _____, Other _____

#11 Permit – Special Conditions

1. Refuge Area:

Elevator Lobby _____

Elevator Lobby with Corridor Space _____

Stairway Space _____

4. Atrium: _____

5. Parking Garage: _____

6. Disabled Access: _____

7. Other _____

2. Smoke Control:

Building Pressurization _____

Stairway Pressurization _____

3. Fire Protection:

Fire Command Center _____

Standpipes _____

Logged In by: _____

Initials

Date

Comments _____

New Buildings, Additions & Change of Occupancy

Building Department Plan Review, 201 W. Colfax Ave – Dept 205, Denver, CO 80202

All documents must be originals, copies will NOT be accepted.

ALL APPLICANTS MUST SEE: CITY ENGINEERS AND ZONING PRIOR TO LOGGING IN.

Project Address _____ Date _____

The following items shall be included with the building permit application and should be checked by the permit applicant.

DBC/IBC Code Ref.	Applicant to Check	Items to Comply	Department to Check
	_____	Plan Review Contact List	_____
	_____	Receipt	_____
152 Admin	_____	Plan Review Fee	_____
155 Admin	_____	Original address card from Design and Engineering (New Bldgs. Only)	_____
151 Admin	_____	1c permit application filled out (white section only). A permit may be submitted without a contractor.	_____
155 Admin	_____	Two Complete Sets of Architectural/Structural, Mechanical/Plumbing and Electrical Construction plans. Each page must be signed, sealed and dated by the Architect or Engineer of Record. See Section 154 DBC Administration for required seal and signatures. (Plans shall not be marked "NOT for Construction"; "For Bid"; "Preliminary" or "for Permit" etc.)	_____
155 Admin	_____	Building Profile Form must have a seal, signature and date by the design professional	_____
Ch. 3 Admin	_____	A complete 2003 IBC and 2004 DBC Code Analysis on the Architectural Plan i.e.: <ul style="list-style-type: none"> • Construction Type of Building • Occupancy Classification • Height of Building & Number of Stories • Gross Area in Sq. Ft. for Each Occupant • For Mixed Occupancy: Occupant load for each use • Fire Alarm & Detection 	_____
155, 156 Admin	_____	A Survey , signed, sealed and dated by a registered land surveyor for New Buildings & Additions. (Boundary survey including legal description and location of utilities.)	_____
155 Admin	_____	A Plot Plan locating all buildings relative to each other & to the property lines. Each page must have a seal, signature (Architect/Engineer of Record) and a date.	_____
155 Admin	_____	1 Set of Specifications with Architect and Engineer seals, signatures & date of anyone of who helped with the design parameters.	_____
155 Admin	_____	1 Complete set of Structural Engineering Calculations including a summary of design parameters with engineer seal signature & date.	_____
155 Admin	_____	1 Soil Report signed, sealed and dated.	_____
152 Admin	_____	Valuation of Project (forms available).	_____
1802 IBC	_____	Shoring & excavation plans with calculations, when applicable. Each page must have a seal, signature (Architect or Engineer of Record) and date.	_____

Any Board of Appeals, Chapter 61 or Administrative Modifications/Waivers shall be submitted with this application. Plans must be submitted by the applicant to the following Agencies:

_____	Zoning (Form 21-Signature)	(720) 865-3000	_____
_____	Wastewater Management (Sewer Use Permit-Drainage Study)	(303) 446-3759	_____
_____	Transportation (Street Occupancy Permit/Street Development Agreement)	(720) 865-3100	_____
_____	Fire Department	(720) 913-3414	_____
_____	Landmark Commission	(720) 865-2915	_____
_____	Health & Hospitals	(720) 865-2705	_____

Signature of Applicant _____ Date _____

Logged-in By _____ Date _____

Please Print Name of Applicant

DUE TO MULTIPLE AGENCY SIGN-OFFS BID CAN NO LONGER ACCEPT MAILED IN PLANS FOR THE FOLLOWING TYPES OF WORK: NEW BUILDINGS, ADDITIONS, CHANGES OF OCCUPANCY OR RESTAURANTS.

Admin is the Administrative Section of the Denver Building Code Amendments, pages 1-58.

TENANT FINISH & INTERIOR REMODEL

Building Department Plan Review, 201 W. Colfax Avenue – Dept 205, Denver, CO 80202
All documents must be originals, copies will NOT be accepted.

Project Address _____ **Date** _____

The following items shall be included with the permit application and be checked by the permit applicant.

Applicant to Check	DBC/IBC Code Reference		Department to Check
_____		Plan Review Contact List	_____
_____	152.2 Admin	Plan Review Fee / Receipt	_____
_____	151.1 & 155.1 Admin	Building Address (on the permit and plans)	_____
_____	151.1 Admin	#1C Permit (Applicant portion filled out. Permit application may be submitted without a contractor.)	_____
_____	155 Admin	2 Complete sets of Architectural/Structural, Mechanical/Plumbing & Electrical Plans of remodeled area. See Sec. 154 of the DBC Administration for required seals, signatures and dates. (Plans shall be marked "For Construction". Shall not be marked "Not for Construction", "For Bid", "Preliminary", or "For Permit" etc.)	_____
_____	155.1 Admin	A complete 2003 IBC, 2004 DBC Administration Code Analysis on the Architectural plan. I.E. Construction Type of Building Occupancy Classification Number of Stories Gross Area in Sq. Ft. for Each Occupancy Allowable Area for Each Occupancy / Mixed Occupancy Give Occupant Load for Each Use Fire Alarm & Detection Automatic Sprinkler Systems	_____
_____	155 Admin	Total floor plan identifying remodel & exits. Each page must be signed, sealed and dated.	_____
_____	155 Admin	Plot Plan locating all buildings relative to each other & to the property line if there are changes in exterior wall or window construction. Always provide a key plan showing location of space within building. Each page must be signed, sealed and dated.	_____
_____	155 Admin	1 Set of Specifications. Cover, title page & table of contents must be signed, sealed and dated.	_____
_____	155 Admin	1 Complete set of Structural Calculations with a summary of design parameters for structural changes including live load changes. Must be signed, sealed and dated.	_____
_____	152 Admin	Valuation of project (forms available).	_____

All Restaurants/Food/Ice, Etc.

Plan Review Report	_____	Equipment/Cabinetry Shop Drawings	_____
Menu	_____	Storage (personal/chemical) Location	_____
Equipment Specs	_____	Water Supply & Water Systems	_____
Interior Finish Specs	_____	Water Heater Specs	_____

Any Board of Appeals, Chapter 61, or Administrative Waivers shall be submitted with this application. Plans must be submitted by the applicant to the following Agencies:

_____ Zoning (Form 21-Signature)	(720)865-3000	_____
_____ Wastewater (Sewer Use Permit – Drainage Study)	(303)446-3759	_____
_____ Transportation (Street Occupancy Permit/Street Development Permit)	(720)865-3100	_____
_____ Fire Department	(720)913-3414	_____
_____ Landmark Commission	(720)865-2915	_____

Failure to include complete documents shall result in Re-application for a building permit. All documents checked above shall be included in the submittal.

Signature of Applicant _____ Date _____

Logged-in By _____ Date _____

Please Print Name of Applicant
Rev 12/04

Admin is the Administrative Section of the Denver Building Code Amendments, pages 1-58.

Fire Alarm Permitting Process

Denver Fire Prevention Bureau– 201 W. Colfax Avenue – Dept 205, Denver, CO 80202
Log Room 720-865-2720, Status 720-865-2720, Fax 720-865-2880

The following procedures apply when submitting an application for fire alarm permits:

2 Sets of Shop Drawings Required Shop drawings shall include information required by Section 907.1.1 of the Denver Building Code. Required information shall include:

[F]907.1.1 Construction Documents. Construction documents for fire alarm systems shall be submitted for permit application as a deferred submittal per IBCA Section 154. Document review and approval is required prior to issuance of a permit for system installation. Two sets of scaled, engineered installation shop drawings shall be submitted. Documents shall be of sufficient clarity and detail to fully describe the scope of work. Handwritten notes and comments on reproduced drawings are not acceptable. Documents shall include, but are not limited to, the following:

1. Completed permit application with exact address, location of work, name and address of responsible design agency and original seal and signature of the design professional.
2. Building occupancy classification and occupant load for each occupancy classification.
3. Manufacturers' specification sheets for all equipment and devices.
4. Code reference used as a basis of design, including any Administrative Modifications or Board of Appeals decisions.
5. Identification of system as code-required, non-required code-compliant or user-defined.
6. Voice message content and language(s) for voice evacuation systems.
7. Complete written narrative sequence of operation including:
 - a) Elevator recall
 - b) Smoke control
 - c) HVAC system operation
 - d) Alarm conditions
 - e) Trouble and supervisory conditions
 - f) Emergency voice/alarm communication system
 - g) Two-way firefighter's voice communication system
 - h) Special systems, e.g., pre-action, kitchen hoods, laundry and trash chutes, computer rooms, etc.
8. Identification of air-handling units with airflow exceeding 2,000 cfm and 15,000cfm.
9. Identification of air-handling units used for smoke control.
10. Voltage-drop calculations using either the device-by-device method or where the entire load is lumped at the end of the circuit. The calculations shall use the listed current draw at 18 volts for new systems. The voltage on a circuit shall not drop below 16 volts at the last appliance. The "R" values used for conductors shall be per NFPA 70 (NEC) for uncoated copper conductors. Voltage-drop calculations for additional devices on existing system shall be done in the same manner with the same values, as the original calculations for the system.
11. Battery calculations for control panels and power supplies.
12. Scale drawings of each area where work on the fire alarm is to be performed, including north arrow, building address and local street intersections. The drawings shall show location of all equipment and devices, including existing devices and end-of-line resistors, room identification by number and function (as applicable), attic and ceiling details for areas with automatic detection.
13. Mounting heights of wall mounted devices.
14. Symbol list with quantities of each device. Symbols shall comply with NFPA 170, Standard for Fire Safety Symbols.
15. Power supply connection details.
16. System single line riser showing all devices.
17. A separate single line drawing of the pre-amplifiers, amplifiers, interconnect wiring and methods used to provide survivability of the voice communication system "A" and "B" circuits per NFPA 72.
18. Wire color code.

19. Interconnection wiring.
20. Central station designation.
21. Full-scale drawings of annunciators, zone maps and firefighter's control panels.
22. Reflected ceiling plan, where full smoke detection is provided.

Exception: A permit may be issued for fire alarm "conduit only rough-in" without approved plans. A "conduit only rough-in" permit may be issued to a contractor with either an Electrical or Electrical Signal contractor's license. This permit shall not authorize installation of any system wiring or devices. The "conduit only rough-in" permit applies to device backboxes and conduit stubs only. Complete conduit system installation may be included under the "conduit only rough-in" where the installation is permitted and accomplished by a contractor with a valid Electrical license. The contractor shall be responsible for any changes required by the City plan review.

3-A Permits

Pre-Check For Fire Alarm and Fire Detection Shop Drawings

Denver Fire Prevention Bureau– 201 W. Colfax Avenue – Dept 205, Denver, CO 80202

Phone 720-865-2705, Fax 720-865-2880

Project Address _____ Date _____

Engineer of Record _____ Phone _____ Fax _____

Contractor _____ Phone _____ Fax _____

Owner _____ Phone _____ Fax _____

THE FOLLOWING SHALL BE INCLUDED WITH THE PERMIT APPLICATION & SHOP DRAWINGS:

- a) Code analysis to be **on the shop drawings** and shall include:
1. ___ Occupancy Group, use, and occupant load (for "A" Occupancies) IBC Ch. 3
 2. ___ Number of stories.
 3. ___ Is the building sprinklered? ___ Yes-Throughout ___ Yes-Partially ___ No
 4. ___ This is a new system ___ addition to/modification of the existing system
 5. ___ This is a required fire alarm system and is required by code section(s) _____ IFCA 907
 6. ___ This is a required FA & FD system, required by section(s) _____ IFCA 907
 7. ___ This is a required system by Administrative Modification (variance, attach copy)
 8. ___ This is a non-required system. IFCA 907.9
 9. ___ A brief description of scope of work.
 10. ___ Edition of codes (2004 IFCA, 2003 IFC), and standards (2002 NFPA 72)
- b) Two sets of shop drawings shall be submitted and shall include but not limited to the following:
1. ___ Complete floor plans drawn to scale-showing use of each room, location and type of devices and appliances. IFCA 907.1.1
 2. ___ 1-line diagram showing/indicating number of devices/appliances per zone/circuit. IFCA 907.1.1
 3. ___ Sequence of operation. IFCA 907.1.1
 4. ___ Wire sizes ___ Wire type(s) ___ Wire Color Coding ___ Voltage Drop Calculations IFCA 907.1.1
 5. ___ Maximum number of horns/strobes allowed per power supply/signal module _____ IFCA 907.1.1
 6. ___ Manufacturers' specification sheets for devices, appliances and equipment IFCA 907.1.1
 7. ___ Addition to/or modification of the systems shall be distinguishable from the existing and be identified on the floor plans as well as the 1-line diagram. IFCA 907.1.1/DBC 155.1
 8. ___ Zone schedule ___ LED directory annunciation w/map ___ Graphic Annunciation IFCA 907.4.7.2
 9. ___ Wet seal, date and signature of the design engineer on each sheet. DBC 154.1
 10. ___ Approval stamp of the engineer of record on shop drawings. DBC 154.1-3A

Signature _____

Print Name _____

Logged In By _____

Date _____

IBC - 2003 International Building Code
IFCA - 2004 International Fire Code Amendments
DBC - 2004 Denver Building Code Amendments

PLEASE PRINT LEGIBLY

If you are **RESUBMITTING**, please provide the following information:

1. **2 Complete sets of drawings separated and stapled,**
2. **State that this resubmittal is a response to a current plan review notice, include the log number or address with the unit/space/building number,**
3. **State if there is a change in scope of work,**
4. **All drawings must be signed, sealed and dated by the Architect or Engineer of Record (Originals ONLY, stamped signatures are unacceptable),**
5. **A resubmittal form needs to be filled out for calculations, specs, tests, letters, etc.**
6. **Verify that the permit has NOT already been issued, if it has been issued YOU WILL NEED TO RE-LOG IN YOUR DRAWINGS AT THE LOG-IN COUNTER AND GET A NEW LOG NUMBER DURING NORMAL LOG-IN HOURS.**

RESUBMITTAL SLIP

LOG # _____

RESUBMITTED ON _____
(Today's Date)

1. **Check all that apply (only boxes checked will receive a notice)!!!!**
2. **If permit has been issued you must relog!!!!**
3. **Staple as 2 sets!!!!**

☐ **ARCHITECTURAL**
☐ **STRUCTURAL**
☐ **ELECTRICAL**
☐ **FIRE DEPT**

☐ **HEALTH DEPT**
☐ **MECHANICAL**
☐ **PLUMBING**
☐ **RESIDENTIAL**

___ Alex Abel
___ David Adams
___ Vince Anderson
___ Marshall Ashmann
___ Howard Bader
___ Pete Bemelen
___ Danny Boncich
___ Harald Bruckner
___ David Carlson
___ Dave Clark
___ Jeff Davis

___ Brad Emerick
___ Margaret Grant
___ Rolly Guevara
___ Morris Haimowitz
___ Jeff Hilleary
___ Ed Kocman
___ Tim Kirby
___ J D Lanz
___ Sherry Liberato
___ Bill Martinez
___ Jim McConnell

___ Phil Montoya
___ Keith Morgan
___ George Morkovin
___ Bob Nagle
___ Claude Neumann
___ Gayle Parrilli
___ Keith Peetz
___ Don Peluso
___ Bill Ross
___ Chuck Steinman

FOR DEPARTMENT USE ONLY

Where to find your resubmittal:

☐ **PLANS** ☐ **FILE**

PLAN REVIEW CONTACT LIST --- PLEASE PRINT

DATE _____ LOG _____
PROJECT ADDRESS _____

CONTRACTOR

THIS SECTION NEEDS TO BE COMPLETED BY EVERYONE LOGGING-IN

WHICH METHOD OF PLAN
REVIEW CONTACT DO YOU
PREFER?

(PLEASE CHECK ONLY ONE)

Contact _____

Company Name _____

Mailing Address _____ Suite # _____

_____ City _____ State _____ Zip _____

Phone _____ Fax _____

E-Mail Address _____

☐ Fax

☐ E-Mail

BUILDING OWNER OR TENANT

THIS SECTION NEEDS TO BE COMPLETED BY EVERYONE LOGGING-IN

WHICH METHOD OF PLAN
REVIEW CONTACT DO YOU
PREFER?

(PLEASE CHECK ONLY ONE)

Contact _____

Company Name _____

Mailing Address _____ Suite # _____

_____ City _____ State _____ Zip _____

Phone _____ Fax _____

E-Mail Address _____

☐ Fax

☐ E-Mail

ENGINEER OF RECORD

THIS SECTION IS REQUIRED FOR ALL FIRE ALARM (3A) AND
SPRINKLER (10) PERMITS

WHICH METHOD OF PLAN
REVIEW CONTACT DO YOU
PREFER?

(PLEASE CHECK ONLY ONE)

Contact _____

Company Name _____

Mailing Address _____ Suite # _____

_____ City _____ State _____ Zip _____

Phone _____ Fax _____

E-Mail Address _____

☐ Fax

☐ E-Mail

APPLICATION FOR SEWER USE & DRAINAGE PERMIT

NUMBER _____

City and County of Denver
Department of Public Works
Wastewater Management Division

2000 W. Third Avenue
Denver, Colorado 80223
Phone: (303) 446-3759 FAX: (303) 446-3755

Complete this form and return to the above address

Job Address _____

Date _____

Legal Description _____

(Lot) _____

(Block) _____

(Subdivision) _____

Use _____

Name of Business / Project _____

Is this part of a larger planned development (e.g., PBG, PUD, Subdivision)? _____

YES

NO

The undersigned hereby applies for sewer service as described in this application and states that he is the owner, authorized agent, or officer of the owner, empowered to BIND the owner and himself and any and all successors in interest to abide by the provisions of the Charter, Revised Municipal Code, and Rules and Regulations issued thereunder pertaining to wastewater matters and to pay all fees and charges established thereunder when due.

1. This application is valid for a period of six months from date of filing.
2. A Sewer Use & Drainage Permit will be issued upon completion of the conditions of this application.
3. All Wastewater Management Division rules and regulations, criteria, standards, details, etc. shall apply unless specifically exempted in writing.

Owner _____

Full Mailing Address _____

City _____

State _____

Zip _____

Phone _____

Authorized Agent _____

Full Mailing Address _____

City _____

State _____

Zip _____

Local Phone _____

FAX # _____

Signature _____

Printed Name _____

SEWER CONSTRUCTION / CONNECTIONS

Sanitary Sewer: Existing ? _____ New ? _____ Existing Building to be Demolished ? _____
Storm Sewer : Existing ? _____ New ? _____ Address? _____

DOMESTIC WATER TAP INFORMATION:

Existing Water Tap Size: _____ inch

Proposed Water Tap Size: _____ inch

SEWER USE PERMIT TYPE

(check all that apply)

- ☐ New Building
- ☐ Addition
- ☐ Alteration
- ☐ Change of Building Use
- ☐ Foundation Only
- ☐ Superstructure
- ☐ Tenant Finish
- ☐ Reactivation of Water Tap
- ☐ Change of Water Tap Size
- ☐ Additional Water Tap
- ☐ Flood Plain Work
- ☐ Sewer Abandonment
- ☐ On-Site Sanitary Sewer
- ☐ On-Site Storm Sewer
- ☐ Minor Public Sewer Work
- ☐ Erosion Control
- ☐ One-Time Discharge
- ☐ New Septic System
- ☐ Septic-to-Sanitary
- ☐ Groundwater Remediation
- ☐ Other _____

WASTEWATER QUALITY CONTROL

Special Wastes (to SANITARY)

- ☐ Auto Repair, Steam Clean
- ☐ Chemical (e.g., lab, photo, x-ray, ...)
- ☐ Metal Plating
- ☐ Restaurant
- ☐ Laundry
- ☐ Truck or Car Wash
- ☐ Covered Parking
- ☐ Swimming Pool
- ☐ Groundwater
- ☐ Foundation Drains
- ☐ Other _____

WASTEWATER QUALITY CONTROL

Special Wastes (to STORM)

- ☐ Auto Repair, Steam Clean
- ☐ Steam Condensate
- ☐ Wet Gas Scrubber
- ☐ Covered Parking
- ☐ Swimming Pool
- ☐ Surface Drainage
- ☐ Groundwater
- ☐ Foundation Drains
- ☐ Other _____

WMD USE ONLY

SEWER AVAILABILITY

Sanitary: (Y/N) ? _____ in. -- _____

Storm : (Y/N) ? _____ in. -- _____

Range _____ Township _____ Section _____

Flood Plain? _____ Map #: _____

WMD Form 3106 (Rev.12/2001)



WELLINGTON E. WEBB
Mayor

CITY AND COUNTY OF DENVER

DEPARTMENT OF PUBLIC WORKS Development Engineering Services

Public Works Permit Operations
2000 W. 3rd Avenue, Room 107
Denver, Colorado 80223-1027
Phone: (303) 446-3759
Facsimile: (303) 446-3755
www.denvergov.org/PWPermits

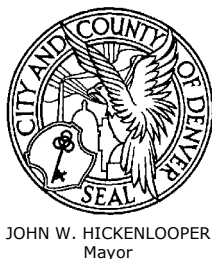
Entrance Requirements for *Sewer Use & Drainage Permits* Exhibits

Authority:	<ul style="list-style-type: none"> ➤ Revised Municipal Code (RMC) of the City & County of Denver, Chapter 56, Section 56-41, Purpose (Administrative Authority). ➤ Public Works Rules & Regulations Governing Sewerage Charges and Fees & Management of Wastewater.
Purpose:	The purpose of this document is to summarize the key issues related to the issuance of a <i>Sewer Use and Drainage Permit</i> and required exhibits.
Document Date:	May 7, 2003, Version 1.3
Customer Interface:	Most communications between the Customer and the City will be done through Public Works Permit Operations (PWPO).
Office Hours:	7:30 A.M. – 12:00 Noon & 12:30 P.M. - 4:00 P.M. Thursdays we open at 8:15 a.m.
Affiliated Departments:	<ul style="list-style-type: none"> ➤ <u>Other departments that may require permits:</u> <ul style="list-style-type: none"> • Community Planning & Development (CPDA), Building Inspection Division (BID), Fire, BID Health. All these departments may be reached at (720) 865-2500. • Forestry (720) 913-0651 • Landmark (all proposed work to a designated landmark/historical structure) (720) 865-2944 • Metro Wastewater Reclamation District (303) 286-3000 (PW Wastewater will inform you if you are required to contact this department.) • Public Works Plans Review Services (PWPRS) (address assignment slips, revocable permits) (720) 865-2782 • Construction Inspections, DES (sidewalks, driveways, setbacks, etc.) (303) 446-3469 • Transportation Division, DES (720) 865-3100 • Denver Water Board (domestic water tap permit) (303) 628-6100 • Zoning Administration (720) 865-3057 ➤ Licensing for work and inspections: <ul style="list-style-type: none"> • BID-Plumbing A & B, ROW, Excavation Licenses, etc. (720) 865-2770 • Wastewater-Sewer Contractor License & Journeyman Drainlayer (303) 446-3759
Approval Process:	<ul style="list-style-type: none"> ➤ Submit application & plans. (See Required Exhibits and Formats below) ➤ PWPO technician will determine if the plans must be logged in for full review or if a Plan Review Certificate can be issued. A Plan Review Certificate will be issued immediately over-the-counter. All other plans will be submitted for review. ➤ When the application and plans have been logged-in, PWPO will route the submittal to the engineer's for their approval. This process usually takes 7-10 working days. If the engineers are able to approve their portion of the review - Sanitary and Storm Planning, Water Quality Control (any alterations requiring the breaking of the ground for construction or moving of dirt), and Quality Control (pretreatment devices and the plumbing routed through them, pools/spas, etc.), then the PWPO office will call the authorized agent to pick up the permit. ➤ If there is insufficient information for the engineers to complete the review, the authorized agent will be mailed and faxed a copy of the <i>Application Conditions To Be Met Prior To Issuance of Sewer Use & Drainage Permit</i>. The requested information must be submitted to the PWPO office and routed to the requesting engineer for final approval. This process could take 1-2 working days per engineer requirement. ➤ A PWPO technician will call the authorized agent when the permit is ready, and state the permit fees required at that time.
Fees:	<ul style="list-style-type: none"> ➤ All applications being logged in for review require a \$100.00 application fee at the time of submittal, made payable to <i>Wastewater Management Division</i>. ➤ Permit fees will be calculated according to the current PW Wastewater fee schedule. ➤ Issuance of a Plan Approval Certificate requires no application or permit fees.
Considerations:	<ul style="list-style-type: none"> ➤ All items are not required for all projects. Contact PWPO if you have questions regarding what to submit. ➤ A separate application is required for each separate building or structure.

	<ul style="list-style-type: none"> ➤ The SUDP does not have to be submitted by a certain individual. Whomever submits the permit or certificate is considered the "Authorized Agent", and must include their name, company name, address, and phone number on the application. ➤ PW Wastewater does not require signed and stamped plans, but the plans must be not be marked for anything other than for construction. ➤ Be sure to resubmit to PWPO any site plan and/or architectural/plumbing floor plans revised for another department. ➤ Other information may be required to ensure proper and complete evaluation. ➤ All submittals become the property of Public Works Permit Office (PWPO). Submittals will not be released, or returned, to the customer under any circumstance.
Document Location:	Public Works Permit Operations and H:\DES Web Sites Info\PWPO Web Documentation\Wastewater ER DOC format\Guidelines or Exhibit Sheet 050703.doc

Required Exhibits and Formats

Address Assignment Card:	A copy of the " Street Address Assignment " slip from Public Works Plans Review Services, 201 West Colfax Avenue, Room 2.H.10, Department 202, (720) 865-2782 (new buildings & address changes only).
Site Plan:	Site plan (2 COPIES TO SCALE with north arrow, NO FREEHAND DRAWINGS) which depicts the locations of the structure(s) with respect to property lines, streets, alleys, etc.; existing and proposed building sewer service(s), water tap(s), water meter(s), water service line(s) (WITH SIZES); and points of connection of the proposed building sewer service(s) and water tap(s) to the public mainline utilities. Show required TWO-WAY cleanouts to be installed outside of the building near the connection between the building drain and building sewer, on ALL lines exiting the building. Also show additional single cleanouts to be installed at intervals not to exceed 100 feet, and for each aggregate horizontal change in direction exceeding 135 degrees, on the building sewer line. The site plan must also show storm drainage at the site - including perimeter drains with outfall, storm lines, culverts, underdrains, roof leader drains and downspouts with splash blocks, sidewalk chases, manholes, inlets, Parking Garages both covered and uncovered (see Entrance Requirements for Parking Garages) and all underground and foundation drainage lines; minimum size of building sewers (storm & sanitary) is 4" diameter; location and size of hard surface to be constructed (parking areas, sidewalks, etc.); and points of connection of the sewer and water lines to the mains. Show location and size of any existing or proposed pretreatment devices (grease interceptors, sand & oil interceptors, holding tanks, etc.).
Architectural Floor Plans:	A complete set of architectural floor plans. Room schedule must be shown.
Plumbing Floor Plans:	Complete plumbing plans for the waste system, to include vent and riser (isometric) diagram (must show routing through any pretreatment device, if applicable). The type of plumbing fixture must be indicated on the plans and/or specifications.
Food Area Detail:	A kitchen equipment floor plan showing location, purpose, and size of the food preparation or service areas, including seating capacity and number of meals served per day. Also submit a copy of the menu stating what foods are prepared on site.
Repair or Service Area:	Location, size, use, and configuration of vehicle or machinery repair or service areas.
Industrial Waste Survey:	Type and use of any noxious chemical or hazardous waste stored, produced, processed, or disposed of, with notation of waste disposal locations placed on the site, and type of pretreatment, if any. An <i>Industrial Waste Survey</i> must be completed and submitted.
Swimming Pools:	Location and size of swimming pools, therapy pools, etc. <i>Swimming Pool Information Sheet</i> must be completed and submitted. Show location of pool equipment room, location of discharge lines, and point of discharge.
Demolition Information:	Addresses, demolition dates, and water tap sizes of existing buildings to be demolished, as required for credit.
Storm Quality Control Plan:	A Stormwater Quality Control Plan (SQCP) must be provided for sites 1 acre or larger. A Construction Activities Stormwater Management Plan (CASMP) must be provided for sites 5 acres or larger, or for sites that are part of a development of 5 acres or larger. If a CASMP is required, a separate Sewer Use & Drainage Permit (SU&DP) must be obtained for the site covering construction activities. This SU&DP is the Construction Activities Stormwater Discharge Permit (CASDP). More information can be obtained by contacting (303) 446-3598.



CITY AND COUNTY OF DENVER

DEPARTMENT OF PUBLIC WORKS Development Engineering Services

Public Works Permit Operations
2000 W. 3rd Avenue, Room 107
Denver, Colorado 80223-1027
Phone: (303) 446-3759
Facsimile: (303) 446-3755
www.denvergov.org/PWPermits

7 Question Determinations for WMD Review

Purpose:	The purpose of this document is to give a 7 question guideline for determination of whether a Sewer Use & Drainage Permit (SU&DP) needs to be issued for a customers project.																				
Document Date:	January 6, 2004; Version 1.0																				
Customer Interface:	Most communications between the Customer and the City will be done through Public Works Permit Operations (PWPO).																				
Office Hours:	7:30 A.M. – 12:00 Noon & 12:30 P.M. – 4:00 P.M. Thursdays we open at 8:15 a.m.																				
Seven (7) Questions:	<p>If the answer to <u>any</u> of these questions is <u>YES</u>, a plan review, by Wastewater Management Division (WMD), is <u>required</u>!</p> <ol style="list-style-type: none"> Does the proposed development involve a new building, or an exterior addition/alteration (i.e., anything other than interior tenant finish to an existing building or space)? Does the proposed development involve a NEW, REACTIVATED, or REVISED sewer or water connection, or any installation or relocation of any exterior building sewer or water line? Has the existing structure to be redeveloped been vacant for 2 years, or more? Does the proposed development involve a CHANGE OF OCCUPANCY OR USE (e.g., conversion of a house to an office building, first tenant in a shell building space, etc.)? Does the proposed development involve an ADDITIONAL occupancy or use (e.g., daycare services provided in an existing house or office, conversion of a single family residence to a duplex, etc.)? Does the existing or proposed development involve the discharge of waste other than normal domestic (non-commercial kitchen and restroom) waste (e.g., commercial food preparation, laundry, beauty salon, auto repair, car wash, swimming pools, etc.)? ALL restaurant work must be submitted to Wastewater for approval. If a grease interceptor is not existing or proposed, an "Application for Variance to Grease Interceptor" (available at the Wastewater counters), and a copy of the menu must be submitted to Wastewater. Does the proposed development involve storing chemicals, or any process involving the use of chemical (e.g., x-ray processing, printing, or warehouse distribution)? If so, the log-in for the Wastewater office will include the requirement of a completed "Industrial Waste Survey" (available at the Wastewater counters), to be included with the application form and required plans. <p>If the answer to <u>all</u> of these questions is <u>NO</u>, no Wastewater review is required.</p>																				
Considerations:	<p>➤ Our website, www.denvergov.org/PWPermits, has a listing of permit types that are issued by PWPO. After using this entrance requirement to determine whether you need to permit through our office – check out the following entrance requirements that pertain to your project for further information on submittals, etc.:</p> <table border="1"> <tbody> <tr> <td>Congregate Housing</td><td>Private on-Site Sanitary</td></tr> <tr> <td>Detached U Occupancies (Garages, Sheds, Etc.)</td><td>Private On-Site Storm</td></tr> <tr> <td>Erosion Control (Construction Activities Stormwater Discharge)</td><td>Septic to Sanitary</td></tr> <tr> <td>Flood Plain</td><td>Sewer Abandonment</td></tr> <tr> <td>Foundation Only</td><td>Sewer Stub-In Permit</td></tr> <tr> <td>Groundwater Remediation</td><td>SFR/Duplex Structures</td></tr> <tr> <td>Guidelines or Exhibit Sheet</td><td>SFR Addition Walk-Thru</td></tr> <tr> <td>One-Time Discharge to Sanitary</td><td>Superstructure & Shell (Commercial)</td></tr> <tr> <td>Parking Garage, Build-Over, Covenant, & Easements</td><td>Temporary Construction & Sales Trailers</td></tr> <tr> <td>Plan Approval Certificate Issuance</td><td>Tenant Finish & Alteration</td></tr> </tbody> </table>	Congregate Housing	Private on-Site Sanitary	Detached U Occupancies (Garages, Sheds, Etc.)	Private On-Site Storm	Erosion Control (Construction Activities Stormwater Discharge)	Septic to Sanitary	Flood Plain	Sewer Abandonment	Foundation Only	Sewer Stub-In Permit	Groundwater Remediation	SFR/Duplex Structures	Guidelines or Exhibit Sheet	SFR Addition Walk-Thru	One-Time Discharge to Sanitary	Superstructure & Shell (Commercial)	Parking Garage, Build-Over, Covenant, & Easements	Temporary Construction & Sales Trailers	Plan Approval Certificate Issuance	Tenant Finish & Alteration
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Plan Approval Certificate Issuance	Tenant Finish & Alteration																				
Plan Approval Process:	<p>➤ All plans are submitted to the Public Works Permit Organization (PWPO) unless otherwise stated in the entrance requirement, i.e., Private On-Site Permits, etc.</p> <p>➤ A separate application is required for each separate building or structure.</p> <p>➤ The SUDP does not have to be submitted by a certain individual. Whomever submits the permit or certificate is considered the "Authorized Agent", and must include their name, company name, address, and phone number on the application.</p> <p>➤ PW DES does not require signed and stamped plans, but the plans must be not be marked for anything other than for construction.</p> <p>➤ Be sure to resubmit to PWPO any site plan and/or architectural/plumbing floor plans revised for another department.</p>																				

	<ul style="list-style-type: none"> ➤ Other information may be required to ensure proper and complete evaluation. ➤ All submittals become the property of Public Works Permit Office (PWPO). Submittals will not be released, or returned, to the customer under any circumstance.
Fees:	<ul style="list-style-type: none"> ➤ All applications being logged in for review require a \$100.00 application fee at the time of submittal, made payable to <i>Wastewater Management Division</i>. ➤ Permit fees will be calculated according to the current WMD fee schedule. ➤ Issuance of a Plan Approval Certificate requires no application or permit fees until January 2004. At that time the fee for a plan review for a certificate will be \$55.00.
Document Location:	Public Works Permit Operations <i>and</i> Permit Counter Stuff/Correspondence & Handouts/Forms/7 Question Determination for WMD Review



CITY AND COUNTY OF DENVER

DEPARTMENT OF PUBLIC WORKS Development Engineering Services

Public Works Permit Operations
2000 W. 3rd Avenue, Room 107
Denver, Colorado 80223-1027
Phone: (303) 446-3759
www.denvergov.org

2004 Sewer Permit Fees

For Commercial & Multi-Residential Developments:

Domestic Water TAP Size	SFRE	SAFE Fee	METRO Fee	Total Fee
3/4"	1.9	\$ 779.00	\$ 3,040.00	\$ 3,819.00
1"	4.5	1,845.00	7,200.00	9,045.00
1.5"	11	4,510.00	17,600.00	22,110.00
2"	20	8,200.00	32,000.00	40,200.00
3"	42	17,220.00	67,200.00	84,420.00
4"	76	31,160.00	121,600.00	152,760.00

6" or larger sizes are based on the following formula:

$$\text{SFREs} = \frac{\text{Flow} \times F}{225} + \frac{\text{BOD} \times B}{1.576} + \frac{\text{SS} \times S}{1.576} + \frac{\text{TKN} \times T}{0.236}$$

For Residential Development (SFR, Duplex, and 3 Or More Unit Buildings with Individual Water Taps):

SAFE Fee per Unit	METRO Fee per Unit	Total Fee per Unit
\$ 410.00	\$ 1,600.00	\$ 2,010.00

Acronyms:

SFR	Single-family residence
SAFE Fee	Sanitary sewer services availability fee
METRO Fee	Metropolitan Wastewater Reclamation District Fee